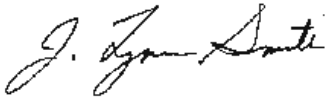


Position Description (Please read Instructions on the Back)							1. Agency Position No.		
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No	
				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1. Non Sensitive <input type="checkbox"/> 2. Noncritical Sensitive <input type="checkbox"/> 3. Critical <input type="checkbox"/> 4. Special Sensitive	
NPS Standard Position Description Fire Management Program				13. Competitive Level Code		14. Agency Use PDL604 *407			
15. Classified -Graded By		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		FIRE MANAGEMENT OFFICER		GS		401		11	
d. First Level Review									
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)			
18. Department, Agency, or Establishment Department of Interior						c. Third Subdivision			
a. First Subdivision National Park Service						d. Fourth Subdivision			
b. Second Subdivision Alaska Region						e. Fifth Subdivision			
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)			
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.									
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)				
Signature					Date				
Signature					Date				
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position Forestry Series, GS-460 dated January 1980; Fishery Biology/Wildlife biology Series, GS-482/486, dated 1991				
Typed Name and Title of Official Taking Action J. Lynn Smith Human Resources Program Manager					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or in the U.S. Office of Personnel Management.				
Signature  Date 11/24/98									
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks Department of Interior, FF/LE Retirement Team Specialist <u>M. Pospahala</u> . This PD has been approved as follows under 5 USC 8336(C) and 8412(d): <u>X</u> Firefighter Law/Enforcement Primary <u>X</u> Secondary/Administrative Secondary/Supvy Approval Date <u>December 17, 1998</u> . *Agency Use Code should be entered in FPPS as last three spaces of position allocation number									
25. Description of Major Duties and Responsibilities (See attached)									

**NATIONAL PARK SERVICE
STANDARD POSITION DESCRIPTION
FIRE MANAGEMENT PROGRAM**

CLASSIFICATION TITLE: FIRE MANAGEMENT OFFICER

SERIES AND GRADE: GS-401-11

Introduction

As a staff specialist, this position plans and manages a professional wildland fire management program for a park or group of parks. The park or group of parks has a complicated but not highly complex program that emphasizes either wildland fire suppression or fuels management and prescribed burning, or a combination of both programs characterized by a light to moderate workload and low complexity (e.g., currently 10-29 FTRF-PRO workload/complexity points). The incumbent is responsible for direct oversight and control of all planned and unplanned ignition wildland fires, dispatch and mobilization operations.

Prior fire fighting experience, as gained by substantial service in a primary firefighter position or equivalent experience outside the Federal government is a **MANDATORY PREREQUISITE** for incumbents of this position. This is a professional (administrative) position in the fire-fighting program of the park.

Major Duties (80-100%)

Develops wildland fire management plans, including the park's wildland fire management plan as well as specific action plans. Coordinates activities necessary to comply with the National Environmental Policy Act and other legal policy requirements. Works closely with the Regional Fire Program Manager to ensure compliance with agency and departmental policy.

Coordinates program activities with various neighboring federal, state, and local government entities/agencies. Serves on interagency committees. Attends interagency policy and procedural development meetings. Contributes to local interagency plans for smoke management and prescribed fire.

Prepares and/or revises annually, cooperative agreements concerning wildfire management, boundary issues, prescribed fire, smoke management, incident mobilization plans, radio frequency use, and cross-agency fiscal matters.

Deals with a variety of technical problems relating to fire weather, smoke management, fire behavior, and computer modeling. Identifies problems, researches precedents, considers alternatives, and selects the most appropriate technique to solve the problem.

For programs with active prescribed fire programs plans and directs surveys for the collection, analysis, and documentation of data relating to fire effects on biotic and abiotic resources. Together with resource managers, analyzes these data to determine whether the prescribed burning program is meeting long-term goals and objectives for fuels management and ecosystem health. In the absence of a Fuels Management Specialist, serves as the Prescribed Fire Manager for the park. Maintains awareness of technological developments in wildland fire science and related disciplines.

Formulates and directs the budget accountability program for preparedness, hazard fuels operations and emergency fire accounts. Approves all expenditures. Maintains accountable property records.

Deals directly with National Weather Service meteorologists and state Department of Air Quality regulators on complex, public-sensitive technical issues concerning smoke management, air quality, and prescribed burning.

May manage an NPS Hot Shot Crew or Prescribed Fire Support Module.

Supervisory Duties (less than 25% of the time)

Directs and coordinates subordinate staff. Develops and revises, as needed, appropriate position management and organization plans. Hires, counsels, evaluates, and disciplines employees. Makes recommendations for promotion and/or incentive awards.

The incumbent is responsible for furthering the goals of equal employment opportunity by taking positive steps to assure the accomplishment of affirmative action objectives and by adhering to nondiscriminatory employee practices in regard to race, color, religion, sex, national origin, age, or handicap. Specifically, the incumbent initiates nondiscriminatory practices and affirmative action for (1) merit promotion of employees and recruitment of hiring of applicants; (2) fair treatment of all employees; (3) encouragement and recognition of employee achievements; (4) career development of employees; and (5) full utilization of their skills.

Factor 1. Knowledge Required by the Position

(Level 1-7, 1250 points)

Professional knowledge of the biological sciences in order to develop and implement an integrated approach to the park's wildland fire management program, and to determine, establish, and apply biological facts, principles, methods, and techniques that are necessary to plan, monitor, control, and study the effects of wildland fire.

Knowledge of the techniques, policies, and practices of fire management as obtained through substantial service as a primary firefighter of the Federal government or in a similar fire fighting position outside the Federal government. This knowledge is a **MANDATORY REQUIREMENT** of the position.

Knowledge of the principles and methodology of the fire science and specialized activities of the fire profession, related sciences, and pertinent natural resources activities.

Knowledge and skill of fire science to advise park management and staff as well as other agency personnel on the fire management aspects of program development and integration.

Knowledge of wildfire suppression strategies and tactics.

Knowledge and skill in conducting studies on impacts of fire suppression and fire use practices on natural and cultural resources, and visitor use infrastructure and experience.

Ability to communicate orally and in writing in order to develop plans, write reports, and advise, meet, and deal with community and other Federal and State agencies, and at times the media, regarding proposed plans and to explain and interpret professional fire management practices to the community.

Knowledge of supervisory techniques to direct and evaluate the work of others, including knowledge of equal opportunity requirements and practices.

Knowledge and skill of the administrative aspects of managing the program, including planning budgets, working with computers, and establishing local policies.

Knowledge of NPS policies and planning practices as they relate to fire management.

Knowledge of the effects of fire on the natural and cultural resources of the park.



Factor 2. Supervisory Controls

(Level 2-4, 450 points)

The supervisor makes assignments to the incumbent by explaining the objectives, priorities and completion framework. The incumbent plans, designs, implements, and manages the wildland

fire management program with a minimum of direct supervision, independently resolving many problems that arise. Assignments involving circumstances where precedent actions may not be clear, are normally discussed with a Regional specialist to devise a course of action. Completed work is reviewed for consistency, and conformity with fire program goals.

Factor 3. Guidelines

(Level 3-3, 275 points)

Guidelines include Departmental and NPS policies and procedures, regulations, plans, specialized fire information and professional practices, and any additional directions given and defined by the supervisor. Sound judgment must be exercised in the performance of duties and in situations where the guidelines have gaps in specificity.

Factor 4. Complexity

(Level 4-3, 150 points)

The park fire management program requires integration and interpretation of several professional/specialized fields such as natural and cultural resource management, biology, ecology, and other natural science related practices. The diversity of resource management concerns, variety of vegetation types and fuels, and the number and complexity of wildland fire suppression actions and prescribed burns is relatively low and typical of parks scoring, for example, between 10 and 29 total program workload and complexity points in the current FIREPRO analysis. Actions on planned and unplanned ignitions typically follow straightforward and well established procedures that are adapted through sound reasoning to local conditions, constraints, and variations. If serving a group of parks, the number of parks does not significantly affect the complexity of the work since most have simple suppression or prescribed burning programs.

Complexity of the fire program is low to medium, and typically focuses on either wildland fire suppression or prescribed burning activities, or a low incidence of both programs. Actions on unplanned ignitions typically follow standard suppression procedures, with few large, complex incidents involving a combination of management strategies including aggressive suppression and long-term monitoring of large fires that achieve resource benefits.

Factor 5. Scope and Effect

(Level 5-3, 150 points)

The incumbent manages the wildland fire program for a park or group of parks, resolving a variety of conventional problems and situations in conformance with established criteria. The work impacts the safety of employees and others and is significant to critical park resources. For group-park FMO'S, decisions may affect all of the parks in the group. The risks and variety and significance of resources to be protected are not as great as those in parks scoring, for example, above 30 points in the current FIREPRO analysis.

Factor 6. Personal Contacts

(Level 6-3, 60 points)

Personal contacts are with employees within the agency and from outside the organization from a wide array of disciplines, such as resources specialists, biologists, foresters, ecologists, and supporting technicians. Maintains routine contacts with regional fire management personnel and local fire management cooperators.

Factor 7. Purpose of Contacts

(Level 7-2, 120 points)

The purposes of contacts are to plan, coordinate, and advise on work efforts and to resolve operating problems by influencing others.

Factor 8. Physical Demands

(Level 8-2, 20 points)

Much of the work is sedentary, usually performed at a desk. Occasionally requires walking over rough, uneven terrain in any type of weather to direct operations on prescribed burning operations and the suppression or monitoring of unplanned ignitions. Physical exertion is needed while inspecting and evaluating conditions of the fire units.

Factor 9. Work Environment

(Level 9-2, 20 points)

Work is normally performed in an office environment and at times in the field viewing sites. There is exposure to moderate risks and discomforts such as extremes in heat, cold, smoke, and inclement weather when performing on-the-ground inspections. Protective clothing may be required when viewing sites.

Classification Evaluation

Classification Allocation: Fire Management Officer, GS-401-II Position Classification

Standards Used: Forestry Series, GS-460, 1/80, Fishery Biology Series/Wildlife Biology Series, GS-482/486, 1/91

Background

This position is located in a park or group of parks with a somewhat complicated and complex fire program. Typical characteristics of such a program include not more than one well-developed program sub-component (e.g., program emphasis on either wildland fire suppression or fuels management and prescribed burning, OR a combination of both programs characterized by a light to moderate workload and low complexity); terrain and fire regimes that are complicated, but not highly complex; typically low fire activity; a fairly straightforward prescribed fire program; fewer issues overall than are present at more complex fire programs, and such issues, while often difficult, are rarely as complex and controversial as those present in

more complex fire programs; a limited scope and effect of the program; and program staffing levels, particularly of permanent employees, tend to be limited.

Title and Series Determination

This position serves as the Fire Management Officer for a park or group of parks. The work requires professional-level knowledge of the biological sciences in order to develop and implement an integrated approach to the park's fire management program, and to determine, establish, apply biological facts, principles, methods, and techniques that are necessary to plan for, monitor, control, and study the effects of wildland fire. As no series is specifically designated for positions that deal with the science of fire, and a general rather than specialized knowledge of biology is required in order to effectively operate the program, the most appropriate series for this position is the General Biological Series, GS-401. The title Fire Management Officer is considered most descriptive of the type of duties the incumbent will be required to perform, since no titles are specified for positions in the General Biological Series, GS-401. Therefore, the proper title and series are Fire Management Officer, GS-401.

Grade Level Determination

This position is evaluated against the Forestry Series, GS-460, and cross-referenced against the Fishery Biology Series/Wildlife Biology Series, GS-482/486. Both standards are organized into a nine-factor system.

Factor 1. Knowledge Required by the Position

Level 1-7, 1250 pts.

This position requires professional knowledge of biology as it relates to an intensive fire management program. Knowledge and skill are used to plan, coordinate, implement, and evaluate a fire management program. As such, the incumbent assesses, selects, and applies precedents; devises strategies and plans to overcome significant resource problems; and modifies or adapts standard techniques, processes, and procedures to fit specific situations. The position requires a high level of skill and resourcefulness to achieve program and project objectives while reducing potential negative affects on other resources, and minimizing negative impacts to neighboring landowners. Such characteristics are typical of Level 1-7.

The position does not meet Level 1-8, where the work requires employees to apply new scientific findings, developments, and advances to the solution of critical problems of a particularly unique, novel, or highly controversial nature; and where programs significantly impact agency priorities on a national or regional basis. Critical fire-related problems of this nature are not a regular characteristic of this park. Further, for the most part, standard techniques, processes, and procedures exist, are adequate, and cover most of the work. Finally, while the work of this position may well have some impact beyond park boundaries (e.g., via multi-jurisdictional fire management with adjoining landowners and cooperators; via the incumbent's role as FMO to more than one park, if appropriate; and/or via the incumbent's oversight of one of the few NPS 46specialty" crews that travel and assist the fire programs of other parks), it does not regularly impact agency priorities at the level implied in the Level 1-8 criteria.

Factor 2. Supervisory Controls

Level 2-4, 450 pts.

The incumbent's supervisor establishes overall goals within the context of other park programs and planning activities. The Fire Management Program Center establishes overall resources available. Within this framework, the incumbent independently plans and executes an overall fire management program, coordinates the work with others both within and outside of the organization, and resolves most of the problems that arise. Completed work-in the form of plans, local policies, agreements, and recommendations-are reviewed for achievement of program goals and objectives. This meets Level 2-4.

The position does not meet all aspects of Level 2-5, where employees operate within the context and constraints of national legislation and work is reviewed in relation to broad policy requirements and administrative controls. Although this position operates with a great deal of independence, it is subject to closer controls than Level 2-5. Budgets must be approved at both the Regional and Program Center level; other plans must be reviewed and approved by the park, Regional, and/or Program Center levels. With such controls on the position, it does not meet Level 2-5.

Factor 3. Guidelines

Level 3-3, 275 pts.

Guidelines for this position exist in the form of national legislation (e.g., the Clean Air Act, the Endangered Species Protection Act, the Organic Act, the Wilderness Act, etc.), NPS-18, local fire management plans, specialized fire techniques and information, and professional practices. These guidelines are not always completely applicable to the work. The inherent difficulty of the work assignments and the variety of issues confronted assure that there will be many situations where guidelines are not completely applicable to the work or have gaps in specificity. Such situations call for judgment in interpreting and adapting guidelines for application to specific cases or problems. This meets Level 3-3.

The position does not meet Level 3-4. Because of the novel, undeveloped, and controversial nature of many assignments in positions credited with that level, relatively few precedents or guides are pertinent to specific problems. Although this position is confronted with complicated situations, the work is rarely as complex as is described at Level 3-4, and precedents and guidelines are typically applicable to most situations with only minor modifications. Help is available for situations that require additional guidance.

Factor 4. Complexity

Level 4-3, 150 pts.

Assignments consist of a variety of professional work operations. The incumbent is responsible for assessing what needs to be done, developing program plans, and ensuring achievement of program objectives. The work is characterized by analyses and evaluations of the program, the resources, and possible approaches. Like Level 4-3, most problems encountered are similar enough to past problems that the assignment can be completed with only minor modifications of precedents. Also in line with Level 4-3 criteria, in this position, "the exercise of originality is less significant than the judgment required to apply a range of conventional approaches and solutions to precedent situations;" this is consistent with the characteristics of a fire program at this level described in the introduction, and it's consistent with the level allocation for Factor 3 above.

The position does not meet Level 4-4. Positions at that level carry out a wide variety of assignments consisting of diverse and complex technical problems and considerations; the scope, breadth, and complexity of this position are more limited than these criteria. At Level 4-4, assignments regularly involve problems requiring in-depth analysis and evaluation of alternatives due to such complicating factors as environmental problems, conflicting requirements whose resolutions may have serious public impacts. Again, although the incumbent administers a complicated program, the program is not complicated enough to regularly produce issues of such significance that require such intense analysis.

Factor 5. Scope and Effect

Level 5-3, 150 pts.

The purpose of the work is to administer a fire management program; as such, the incumbent investigates and analyzes a variety of conventional problems and conditions, and recommends and implements typically standard solutions to resolve such situations. The work affects the health of the local ecosystem, the safety of employees and local residents, and the local public's perception of the acceptability of the park's fire program objectives. Both the scope and effect of the position meet Level 5-3.

The position does not meet Level 5-4, where employees regularly develop essentially new or vastly improved techniques or solutions to specific problems; such work is not a regular feature of a program with this complexity level.

Factor 6. Personal Contacts

Level 6-3, 60 pts.

Contacts include NPS employees involved in the fire program throughout the organization; managers and technical specialists from a variety of external organizations (e.g., USFS, BLM, state departments, public interest groups, etc.); and the general public. This meets Level 6-3.

The position does not meet Level 6-4, where employees have regular contacts with high-ranking officials from outside the agency at national or international levels in highly unstructured settings.

Factor 7. Purpose of Contacts

Level 7-2, 120 pts.

The purposes of the contacts are to exchange information; plan, coordinate, and advise on work efforts; and solve operating problems by influencing or motivating individuals who typically have mutual goals. This meets Level 7-2. The position does not meet Level 7-3, where employees regularly negotiate controversial

issues with various parties who are skeptical, fearful, or uncooperative. Although there may be some elements of this present in this position, it is not a regular and recurring characteristic of the program. Level 7-2 is credited.

Factor 8. Physical Demands

Level 8-2, 20 pts.

Administrative work is typically sedentary. However, the work does require some physical exertion in the form of walking over rough, muddy, and uneven terrain; bending, stooping, and crouching; and lifting moderately heavy items when the incumbent visits fire camps, and/or makes field assessments. This meets Level 8-2.

Factor 9. Work Environment

Level 9-2, 20 pts.

Although administrative work is typically performed in an office setting, visits to the field involve exposure to moderate risks such as flying in aircraft, exposure to extreme temperatures, and a variety of fire hazards as described at Level 9-2. Protective clothing and special precautions are also required. Level 9-2 is credited.

Conclusion

The total points allocated to this position equal 2495, which falls within the GS-11 range of 2355-2750. The appropriate classification of this position is Fire Management Officer, GS-401-11.

